



# IRON COUNTY RURAL PLANNING ORGANIZATION

ICRTEC CHAIR—MAYOR CONNIE ROBINSON • ICRTAC CHAIR—TOM STRATTON • PLANNING MANAGER—CURT HUTCHINGS

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## MINUTES

### Rural Transportation Advisory Committee (RTAC)

June 4, 2014, 1:00 p.m.

Brian Head Town Offices  
56 N. Hwy 143, Brian Head UT

#### **MEMBERS IN ATTENDANCE:**

Mr. Tom Stratton  
Mr. Rob Dotson  
Mr. Shayne Scott  
Mr. Steve Platt  
Mr. Stoney Shugart

#### **REPRESENTING:**

Brian Head Town  
Enoch City Manager  
Parowan City  
Iron County  
Kanarraville Town

#### **MEMBERS EXCUSED:**

Mayor Connie Robinson  
Mr. Kit Wareham  
Mr. Monte Aldridge

#### **REPRESENTING:**

Paragonah Town  
Cedar City  
Utah Dept. of Transportation

#### **OTHERS IN ATTENDANCE:**

Mr. Curt Hutchings  
Mr. Dave Demas

#### **REPRESENTING:**

Five County Assoc. of Governments  
Five County Assoc. of Governments

#### **I. Quorum Declaration**

The meeting was chaired by Mr. Tom Stratton. Mr. Stratton welcomed all present and declared there was a quorum present.

#### **II. Approve Minutes for April 2, 2014**

A motion was made by Mr. Rob Dotson, seconded by Mr. Steve Platt, to approve the April 2, 2014 Minutes of the Iron County Rural Transportation Advisory Committee.

**MOTION PASSED UNANIMOUSLY**



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### III. New Committee Member

Mr. Demas introduced and welcomed Mr. Stoney Shugart, the new member of the Iron County Rural Transportation Advisory Committee representing Kanarraville. He will replace Ms. Brenda Pugh. Mr. Shugart is a new member of the Kanarraville Town Council.

Mr. Stratton noted that it was the Brian Head Town Clean-Up Day and it was well attended.

### IV. New Chair and Vice Chair

Mr. Demas introduced the subject of electing a new chair and vice chair according to the bylaws. The bylaws indicate that the committee will elect a new chair person and vice chair every 2 years and that successive terms are not limited. Mr. Scott noted that this item had been continued to this meeting until the current chair, Mr. Stratton could be in attendance. Mr. Demas commended the marvelous job that Mr. Stratton and Mr. Scott have done as the current chair and vice chair of the committee. The committee briefly discussed the election or re-election of the two positions. Mr. Stratton stated that he would be happy to continue as chair of the committee.

**A motion was made by Mr. Rob Dotson, seconded by Mr. Steve Platt, to approve the re-election of Mr. Tom Stratton and Mr. Shayne Scott as the chair and vice chair of the Iron County Rural Transportation Advisory Committee for a two year term.**

**MOTION PASSED UNANIMOUSLY**

### V. Brian Head Transit

Mr. Stratton reported that after discussions with Mr. Demas and Mr. Roberts of Five County AOG, Brian Head Town is interested in pursuing a transit plan for their area again. He stated that the town currently has the ridership in Brian Head alone to justify a transit system. He gave a history of the transit and transportation issues facing Brian Head. In the past a consultant was hired and a transportation feasibility study was completed. At that time, a discussion with Parowan City took place regarding the possibility of using the parking lot at the fairgrounds for a park and ride site. Brian Head Town was tentatively given permission to use the lot. After discussions with UDOT, the transit plan was expanded to include Parowan, Enoch and Cedar. As the scope of the plan expanded, it was proposed for CATS (Cedar Area



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Transportation Service) to expand into Brian Head, Parowan and Enoch. The plan was put to a vote in Cedar City and was voted down.

Mr. Stratton stated that every year Brian Head spends approximately \$100,000 for bus service around the town during the winter season. The local businesses are assessed a tax to pay for the service and the buses are contracted out of Mesquite. Mr. Stratton would like to move forward to see if a transit system could be placed in Brian Head, preferably on a smaller scale than was proposed in the initial study. He would like the support of the RPO and the UDOT Public Transportation Team (PTT) in order to move ahead.

The committee had a lengthy discussion regarding the various ways a new transit plan could be developed. Mr. Demas added information to the discussion concerning money available from the FTA. He remarked that it would be critical to first get the support of the UDOT Public Transit Team. If the committee agrees to move forward with the transit plan, he will contact UDOT to discuss the plan. In previous discussions regarding this issue, it appeared that UDOT would probably favor a system that joined with CATS. Mr. Hutchings explained that CATS is considered a rural transit system. In the past, FTA guidelines preferred to see the expansion of an existing transit system rather than contiguous rural systems. However, the guidelines may have changed. Mr. Demas suggested that it may be possible if the two systems interconnected at some point.

Mr. Hutchings asked if Brian Head Town is utilizing any UTA van pools. Mr. Stratton stated that the ski resort uses one UTA bus for a van pool from Cedar City to Brian Head during the winter months for their employees only. Mr. Platt asked for clarification as to whether the proposed transit system would be for the entire Brian Head community or for the Brian Head resort. Mr. Stratton stated the system would be for the entire community. Mr. Demas clarified that the intent of the system would be to provide transportation for employees and skiers to get up and down the mountain and back and forth from Parowan and/or Cedar City; as well as a loop traveling throughout the Brian Head community during the day. Mr. Stratton stated that the ridership numbers are high enough within the town alone without including the trip to Parowan.

Mr. Stratton explained that currently during the winter months, the community runs 3 buses all day throughout the town. The buses travel from various businesses and locations throughout the town - not just specifically to the ski resorts. The bus service is currently free for the riders. Mr. Stratton stated the proposed system could make three trips down the canyon - one trip early in the morning to bring people up,



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another at noon to take ½ day skiers down/up and then another at about 4:30 p.m. when the ski resort shuts down.

Mr. Demas remarked that it may be possible to use matching funds to purchase equipment at 80/20 and operational funds at 50/50. Matching with the current \$100,000 business tax may provide good service within Brian Head Town and also service to Parowan, Enoch and possibly the north end of Cedar City. There may be many different ways to make the system work.

Mr. Scott suggested that the support of this committee may get the attention of UDOT's Public Transit Team. Mr. Hutchings remarked that support from the committee might get Cedar City's interest as well. He raised the question that if CATS could be expanded, and Cedar City did not provide the match, would it be possible for Brian Head, Parowan and Enoch to provide the match. He questioned whether this had ever been discussed with the elected officials in those areas.

Mr. Dotson commented that when the proposed transit system was presented to Enoch City in the past, the benefits for Enoch residents may never have been determined. The benefits, ridership numbers and costs would need to be identified in order to quantify benefit vs. cost.

A discussion took place regarding van pooling as a possible starting point. Mr. Hutchings provided information regarding the successful van pool system in Bryce Canyon City that is sponsored by Ruby's Inn. The van pool transports employees from Panguitch to Bryce Canyon City. Mr. Stratton remarked that the resorts and hotels are all running van pools on their own but they are the same entities being charged the tax for the community bus service.

The committee agreed that the proposal for a Brian Head Town transit system should be further investigated. Mr. Demas stated he would contact UDOT to get input and direction on how to proceed. A new application and transit study would need to be completed at some point. It was believed that the study would need to be completed by a consultant. Mr. Demas will need to review the previous study that was completed in 2011. Mr. Hutchings stated that the RPO may have consultant service funding that could be used for some of the cost of the local match for the study.

It was unanimously agreed that the committee is in support of the new system and would like to move forward. However, there will need to be meetings conducted with Brian Head Town and additional information gathered before passing any



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recommendations on to the ICC. That information will be provided at the next RTAC meeting for review.

Mr. Demas added that there would need to be a discussion on how to incorporate a para-transit system. He explained that para-transit is a service for disabled riders who cannot get to a bus stop and need to be picked up. This service may need to be part of the new transit system. It may be a challenge to include the service in the new system but it could also be a great benefit especially in Parowan and Enoch.

## **VI. HSIP**

Mr. Demas passed out handouts and gave a quick overview of the HSIP (Highway Safety Improvement Program) and the SSIP (Spot Safety Improvement Program) programs. He explained that the SSIP funding is only used for UDOT routes. In the past, there was a misunderstanding that the HSIP funding could only be used for UDOT routes as well. However, HSIP funds can be used for any local road. If there are areas with high accidents or serious injuries or fatalities they could be eligible for funding from this source. Mr. Demas added that although UDOT prefers for these projects to be submitted in June each year, projects can be submitted at any time.

Mr. Demas also provided the committee copies of the Safety Index Maps produced by UDOT and reviewed the high priority safety areas. The map reflects 2011 data only; the 2012-2013 data should be posted soon. He explained that if there are local roads that have a high accident history that is not documented on the UDOT map, and accident data can be provided by local police reports, the information could possibly be used to justify a high safety index for potential eligibility for funding. He noted that there is a required match of approximately 7%.

Mr. Demas encouraged the committee members to review all of the information provided and to contact him if they have any questions. He remarked that there will be several safety projects in the Iron County RPO area this year.

Mr. Demas handed out a sample application he received from Ms. Anne Ogden of UDOT. Mr. Dotson asked if the project had to be a road or could it be just a particular spot or intersection. Mr. Demas responded that it does not have to be a road it can be a particular spot, intersection or even a traffic signal. The application form will eventually be on-line but is not ready yet. There are SSIP and HSIP manuals available on the UDOT website that include a copy of the application. The application can be printed out, completed and submitted directly to Ms. Anne Ogden at UDOT Region 4. Mr. Scott asked if the funds could be used in conjunction with other



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project funds. Mr. Demas stated he believed that they could be combined if a safety element could be identified. He will investigate to confirm. Mr. Demas stated he would be happy to help any of the members who have questions or need assistance with the application.

## **VII. FY 2015 RPO Funding**

Mr. Demas provided the committee members a copy of the memorandum from Mr. Hutchings regarding the 2015 funding request for the RPO. He noted that although the item should have been discussed at the last ICC meeting, Commission Miller does have it on the agenda for the June 9<sup>th</sup> meeting. He explained that the budget consists of the costs for services provided by himself and Mr. Hutchings. The request is for funding of \$40,000 for 2015 which is the same level of funding as 2014. Mr. Demas remarked that currently the majority of the funding is coming from the COG. The committee discussed the funding history and participation by UDOT and the COG. It was determined that 2015 will be the last year of UDOT funding participation and the maximum participation from UDOT will be \$10,000. The following year the RPO may have to provide all the funding.

**A motion was made by Mr. Shayne Scott, seconded by Mr. Rob Dotson, to forward the Memorandum requesting the appropriate funds to the Iron County Rural Transportation Executive Committee.**

**MOTION PASSED UNANIMOUSLY**

Mr. Hutchings remarked that Mr. Demas has been a good addition to the RPO. His engineering experience has been very helpful. Mr. Demas stated that he has enjoyed working with the committee.

## **VIII. Project Discussion**

### **A. Concept Reports**

Mr. Demas explained that it is time to look at the project priority list again. He suggested taking a closer look at the projects in order to get the projects more aligned with the UDOT STIP process as UDOT is now defining projects a little differently. The committee should review the projects to make sure they are identified correctly in order to increase the possibility of getting funded. It will also be important to add any other local projects that may not be UDOT road funded projects.



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Mr. Demas reported that he has customized a concept report for the committee based on their previous discussions. He passed out a copy of the 2 page concept report form, the selection criteria scoring sheet and criteria descriptions. He reviewed each of the documents and stated that they could be modified as needed.

Mr. Demas explained that when he has attended the STIP meetings they are always asking for more in-depth information on the projects. It would be beneficial to have a concept report ready as it will provide more credibility when requesting funding. Especially if it is a local street project where the RPO is requesting specific funding (i.e. joint utility funds). Both he and Mr. Hutchings have seen the benefit of using a concept report in the Dixie MPO where they are actually programming funding. Mr. Hutchings noted that UDOT is becoming increasingly more data driven in their decision making process. Any data that can be provided will help the projects coming from the RPO.

Mr. Demas asked the members to review the documents and e-mail him with any comments and recommendations. He offered to assist the members in completing the concept reports. Mr. Platt suggested that Mr. Demas add explanations of the acronyms listed on the 2 page concept report form.

## **IX. Other Discussion Items**

- A. Meeting schedule – To be determined based on the ICCC Meeting schedule. It was noted that the ICCC may return to meeting every other month.
- B. Next meeting will be held on August 6, 2014
  - i. Location: To be determined

## **X. Adjourn**

Meeting was adjourned.